Step-by-Step Guide for My System Profile

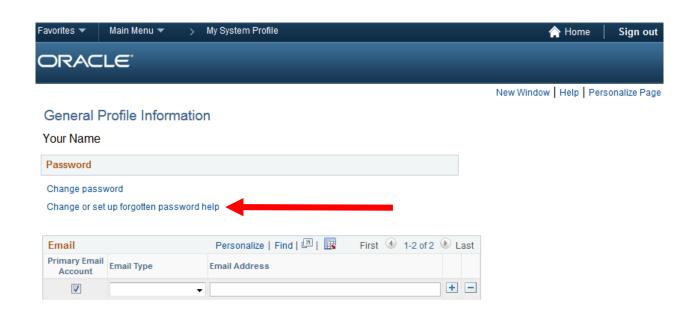
There are passwords for everything these days, and sometimes we forget them. To make it easier to retrieve your password at a later date if you've forgotten it, you should set up your system profile before doing anything else in VTHR.

Log in to your VTHR Account

Click on the Main Menu and the click on My System Profile



The General Profile Information page will be displayed for you



When you click the **Change or set up forgotten password help** link you will be taken to the following page



Change or set up forgotten password help

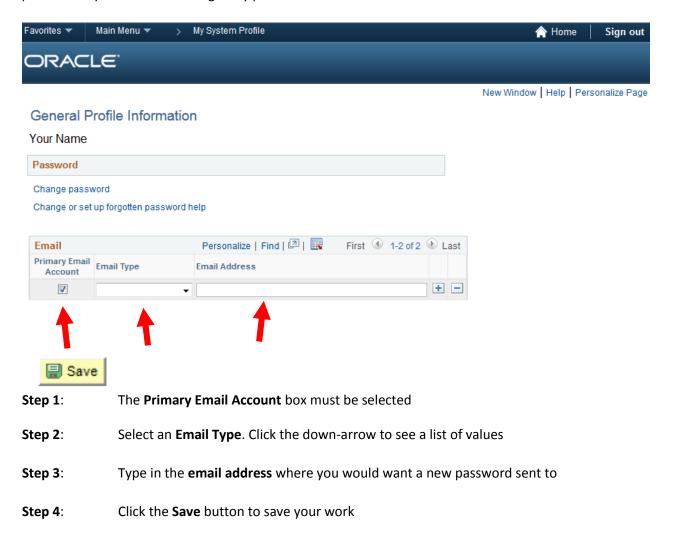
Enter a que	stion and your response below. These will be	used to authentic
Question:		▼
	Select from the list of questions.	
Response:		

- Step 1: Click the **down-arrow** to see a listing of questions you can pick as your personal question. Click a question in the listing to select it.
- **Step 2**: Type the answer to the question in the "**Response**" field
- Step 3: Click the "OK" button

Should you ever need a password in the future, the system will use the question you selected here as an identifying question to verify your account belongs to you when you click "I forgot my password". The system will expect you to answer the question validating your answer when you click "I forgot my password" against the Response you have given on this page.

You will be taken back to the General Profile Information page when you click the "OK" button

You must now indicate on the General Profile Information page where the system should email a new password if you ever click "I forgot my password".



Your profile has been set up. If you ever forget your password, you will now be able to ask the system for a new one by clicking the link at the Employee Login page titled "I forgot my Password".

Note: The forgotten password link will only work if you choose it BEFORE the 3rd attempt at login.